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MARAC RETURNS TO PHILADELPHIA
September 21 - 23, 1989

W. C. Fields notwithstanding, Fall in Philadelphia is vibrant and stimulating. And your Program and Local Arrangements Committees have planned a meeting for you to assure professional stimulation and to offer you the opportunity to discover (or to renew your affection for) this truly civilized city.

Philadelphians almost invented self-help and cooperative organizations; this Fall's MARAC meeting celebrates that tradition. The theme of the meeting is "Integration and Cooperation" and MARAC archivists will be joined by historic preservationists, museum curators and administrators, librarians and a host of others to explore common problems and to develop common agendas in the twelve formal sessions planned for Friday and Saturday. We who are planning the meeting hope, too, that the tours we have laid on, and the opportunities for informal discussion in some of Philadelphia's fine restaurants, will make this September's meeting professionally significant.

Our keynote speaker is Hobart Cawood, Superintendent of Independence National Historic Park. We have laid on a reception at the Union League as well as tours of some of Philadelphia's many museums, libraries, and archival repositories. Unfortunately, however, the Phillies will be on the road!

The conference hotel is the Holiday Inn, Independence Mall at Fourth and Arch Streets (19106) and some sessions will be held in the wonderfully plain and beautiful Friends' Meeting House across Fourth Street. Nearby are the Jewish Museum, the Afro-American Museum, the restaurants of Chinatown, and the sybaritic pleasures of the Tracadero, where you can dance the night away. Even W. C. Fields would enjoy this MARAC meeting!

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THE HEART OF PHILADELPHIA

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FROM THE CHAIR

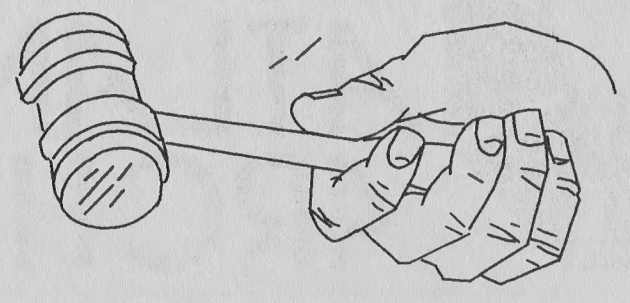
Lee Stout

Do you know me? I'm the big guy with a mustache from Penn State who said "OK" when the Nominating Committee called, and who received the "you're it" letter a few weeks before Albany. I'm your new Chairperson and I thought I'd try this to introduce myself.

I've been in archives and special collections at Penn State for about fifteen years and currently serve as University Archivist. I've seen my unit grow from a quaint attic to a respected information service and repository. As a member of our library faculty, I've seen more than my fair share of committee service ranging from planning, preservation, and development within the library to faculty senate, program review, and minority retention for the university.

I've been through the P&T mill, published and didn't perish, taught, consulted, researched, and served. As tenured and full professor-status I should officially be deadwood, but a nearly fatal inability to pronounce the word "no" keeps me busy. At least it's interesting — most of the time.

I attended my first MARAC meeting at Atlantic City in the spring of 1977, and I have continued to learn new and useful things at every MARAC meeting I've attended since. I still find myself an archival jack-of-all-trades, regularly turning from organizing records management, to appraising faculty members' papers, improving our database management system, providing preservation advice, studying archival descriptive standards, answering obscure reference questions, preparing exhibits, and doing slide shows for alumni groups. I owe much of what I've learned about our diverse world of documentary culture to MARAC and SAA's meetings, workshops, and publications.



I'm fortunate to be following a series of outstanding leaders of whom Karen Paul was the most recent. My job is to continue the services that we have all found so useful and to maintain, if not improve, their quality. Our agreement with the University of Virginia to provide executive secretary services will remove some of the stresses from officers. It's our challenge to make sure that the time gained is used productively.

If you recall my "campaign promises," I intend to survey you again to take stock of how we're doing. I want to see how we can work with our allied colleagues in smaller organizations and repositories to improve the general climate for historical records. I also intend to do *this* again; a column from the chair should be a regular feature of the *maa*.

Now that you "know" me, I want to know you better too. The key to a successful organization of this type is the services its members provide to each other. We're fortunate to have many of the most talented people in the field in our region and many of them have provided gifted leadership to MARAC. We need new faces though too. If you have an urge to help, please call me (814) 865-7931, E-Mail me, LJS@PSULIAS.BITNET, or fax me (814) 863-2653, or just introduce yourself to me at a meeting. I want to hear from *you* about what MARAC could do better for us all.

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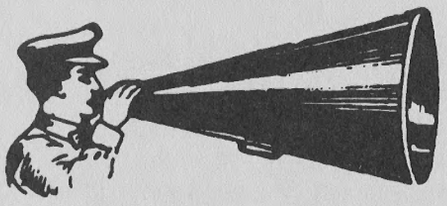
CHILD CARE

The Local Arrangements Committee has made considerable progress toward meeting the child care needs of those who will be attending the Philadelphia meeting. Committee members will present several options to the MARAC Steering Committee which include several off-site (but nearby) licensed day care centers where rates vary from $51 to $116 per day (hot meal included) to lists of sitters provided by the City's Convention and Visitors Bureau. More detailed information will be provided with the registration package, but the Local Arrangements Committee would like to hear from those who plan to bring children and would like to use child care services. Please drop a line to Peter J. Parker, Historical Society of Pennsylvania, 1300 Locust Street, Philadelphia, 19107 as soon as possible, letting him know how many and how old the children accompanying you will be.

NEWS NOTES



RESEARCH GRANTS AVAILABLE

The Oberlin College Archives will award three grants of up to $1000 to cover travel and expenses related to research of scholars and independent researchers using the archives and special collection holdings.

Funded through the Oberlin Historical and Improvement Organization of Oberlin, Ohio, the Frederick B. Artz Summer Research Grants Program is in its first year. The archives' holdings include the permanently valuable families and organizations affiliated with Oberlin College and/or the town of Oberlin. Included are materials on movements with education, coeducation, missions and temperance. There are 280 manuscript collections as well as records of local governments. Among the wide variety of materials in Special Collections are Antislavery books and pamphlets, Oberliniana and the Goodkind/Violin Society of America Collection of material related to string instruments. The holdings are rich for the study of liberal arts education in the U.S.

For application materials, write to Roland M. Baumann, Director, Department of Archives, Oberlin College, 420 Mudd Center, Oberlin, OH 44074. Applications are due January 15, 1990.

LIBRARY OF CONGRESS AND U.S. FOREST SERVICE ANNOUNCE JOINT PROJECT ON PAPERS OF PIONEER CONSERVATIONIST

The Library of Congress and the Forest Service, U.S. Department of Agriculture, have begun a cooperative effort to organize a portion of the largest collection of personal papers in the Library. The collection, the papers of Gifford Pinchot, began arriving at the Library in the 1940s. The papers cover the whole life of Pinchot (1865-1946), who was the first chief of the Forest Service, a two-term governor of Pennsylvania, and a lifetime conservationist. Pinchot, together with Theodore Roosevelt and John Muir, initiated efforts to conserve the natural resources of the United States 100 years ago. From their activities—and those who followed them—have come today's national forest, national parks, and wildlife and wilderness protection.

The project, which will undertake the processing of some 400 manuscript containers of papers covering the years 1890 through 1910, is expected to take about nine months. The period selected includes the years that Pinchot headed the Forest Service (1905-1910) as well as the beginnings of the conservation movement in the United States.

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SAA FINDING AIDS FAIR

The Description Section is again sponsoring a Finding Aids Fair at the annual meeting of the Society of American Archivists. This year will mark a departure from the past as the Fair will have a theme, "Describing the Documentation of Natural and Physical Science." Archival repositories may submit finding aids which demonstrate how papers of scientists, scientific organizations, research institutions, and teaching departments in colleges and universities are organized for retrieval. The difficulty of dealing with field notes, lab notes and research data has been discussed by archivists for years. The JCAST report, *Understanding Progress and Process*, addresses the problems of acquisition and appraisal. A selection of Finding Aids will illustrate the recommendations of the report.

The Fair will be successful if a large number of registers, inventories and other items are on display. Please make it a point to contribute this fall especially if you have finding aids which fall within the theme. All submissions, regardless of subject content, will be welcome.

Either bring your finding aids to the SAA annual meeting in St. Louis and drop them off at FAF exhibit location or mail them to:

Penelope Krosch
University of Minnesota Archives
10 Walter Library
117 Pleasant St. S.E.
Minneapolis, MN 55455

Contributors who want their samples back should mark them **"TO BE RETURNED,"** and pick them up *before the exhibit area closes*. Any questions regarding the Fair may be directed to the above address, or call (612) 624-0562.

UCLEA ARCHIVES

The University and College Labor Education Association has placed its archives and other historical materials in the Southern Labor Archives at Georgia State University. Anyone having additional records relating to past activities of the UCLEA is encouraged to contact Les Hough, Southern Labor Archives, University Library, Georgia State University, Atlanta, GA 30303 or phone (404) 651-2477.

APPRAISING MUSEUM ARCHIVES

Have you grappled with the problem of appraising manuscripts and drafts of museum publications? An informal telephone "working group" is forming to exchange ideas and develop policies. If interested, please contact: Deborah Wythe, Archivist, The Brooklyn Museum, 200 Eastern Parkway, Brooklyn, NY 11238 (718) 638-5000, x311.

AUTOMATION IS THEME FOR FALL 1990

"Automation in Archives" was recently announced as the theme for the MARAC meeting to be held in Alexandria, Virginia, Nov. 1–3, 1990. The program will include tours, workshops and sessions to emphasize the support automation provides for traditionally small archival institutions found with the majority of MARAC members. Six tracks will focus upon the impact and benefits of automation on accession and appraisal, description, access, records management and institutional administration. One track has been reserved for non-automation discussions. MARAC seeks comments on subjects and speakers. Send all suggestions to Don Harrison, Chair, MARAC Program Committee, Center for Electronic Records (NNX) National Archives, Washington, D.C. 20408.

RLIN DATA BASES ACCESSIBLE ON THE NATIONAL INTERNET

The Research Libraries Group is now able to offer special search access to its Research Libraries Information Network (RLIN) via the national *Internet* — a network of computer networks that links research institutions throughout the United States.

Individuals who are affiliated with a university, or who are members of a scholarly association, such as the American Society for Eighteenth-Century Studies, are encouraged to consider adding RLIN data bases to their information resources.

For $119, the user has ten hours of terminal connect time to search files of bibliographic citations and location information for the holdings of a wide range of university libraries, independent research institutions, art museum libraries, historical societies, state archives, the Library of Congress, the National Library of Medicine, and the British Library.

At present, individuals connecting to RLIN via the *Internet* incur no communications charges. Individuals who do **not** have the option of using the *Internet* can still take advantage of RLG's "research access" offering by using the public packet network, GTE/Telenet. The total cost for ten hours of searching is then $219.

For information about establishing an individual RLIN research access account, please contact the RLIN Information Center, 1200 Villa Street, Mountain View, California 94041-1100, or phone (800) 537-RLIN.

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The Special Libraries Association (SLA) will award a total of $8,400 through its Special Programs Fund Grants in 1989, to support original research, surveys and studies pertinent to the special libraries profession.

Individuals and groups are eligible for grants. Projects selected for funding must advance the scientific, literary and educational goals of SLA.

An application package is available by contacting Tobi Brimsek, Director, Research and Information Resources, SLA, 1700 18th Street, NW, Washington, D.C. 20009, or by calling (202) 234-4700. All applications must be postmarked no later than Friday, July 21, 1989.

Advertisement

ARCHIVIST
College of Notre Dame of Maryland

RESPONSIBILITIES: Refine organization and computerize the holdings of an archives with materials dating from the 1840s with emphasis from 1895. Provide archival assistance to administration, faculty and staff.

QUALIFICATIONS: Master's degree in the humanities or library science; course work in archives administration; knowledge of archival theory, practice and procedures. Experience in operation of an archives and familiarity with library and archives automation desirable.

SALARY: $22,000 a year plus benefits. Send resume to Sister Eileen O'Dea, SSND, 4701 N. Charles Street, Baltimore, MD 21210.

STATE AND LOCAL NEWS

NOTE

The editor has received news from New Jersey, New York, and Virginia, for this issue. MARAC members from these and other states are encouraged to take advantage of the opportunity to include news from their states and institutions in this column.

NEW JERSEY

L.A. DIOCESE RETURNS STOLEN STATE DOCUMENTS

The Archdiocese of Los Angeles has agreed to return seven 18th century New Jersey laws it had put up for sale through a prestigious New York art and manuscripts dealer.

The decision to return the documents that were stolen from the State-house basement sometime after 1936 was disclosed by Msgr. Francis Weber, archivist for the archdiocese.

Weber said at the state's request, the seven historic documents were removed from sale by Christie, Manson and Woods International of New York.

The success in blocking the sale of the historic documents and the impending return are considered a significant achievement by Assistant Secretary of State Paul Wermuth, who noted the state in the past has been frustrated in its efforts to recover documents it knew had been stolen

Wermuth stressed there is no thought that the Los Angeles Archdiocese or its benefactor, Estelle Doheny, even knew the documents were stolen.

"All we know is we had the documents in our possession in 1936 and we are exercising our right to replevin," Wermuth said.

The issue of the seven documents—three 1755 laws enacted during the French and Indian War, one 1759 law and three 1778 laws—came to a head when the secretary of state's office laid formal claim to them.

Weber said there is a legal question of whether the state has the authority to seize the historic documents.

He said there is no question about the laws enacted after New Jersey became a state. But of the 1755 and 1759 laws, he said, " These documents were Colonial documents and the law applies to post-Colonial documents."

The state takes the position that when New Jersey and the other 12 Colonies declared their independence, all Colonial laws were carried forth in force. And in 1777, all Colonial documents were taken into custody by the states.

According to Los Angeles Archdiocese officials, Mrs. Doheny purchased the seven historic New Jersey documents as part of a broad collection. The significance of the seven documents was not known until New Jersey moved to recover them.

He said there were several other documents offered for sale by Christie, Manson and Woods in the same sale, including drafts of laws dealt with by the Legislature in the 18th century and ship manifests that are considered important to the state's records.

But those items were not on the inventory, and they did not represent formal action by a state body. Even though the state could not claim ownership to them, they were considered important enough to warrant an attempt to buy them. Unfortunately the state was outbid.

STATE ARCHIVES CURTAILS SATURDAY HOURS

The New Jersey State Archives has temporarily discontinued Saturday opening for public research beginning April 8. The archives remains open Monday through Friday, 8:30 a.m. - 4:30 p.m., and will continue to offer full reference services to the public on those days.

The State of New Jersey's current hiring freeze has caused a major staff shortage in the archives, making Saturday closings of the public search room necessary for the foreseeable future. The archives plans to resume Saturday hours for the public as soon as the state permits a return to full staffing. For information updates on the archives' public hours and services, please contact the Archives at 185 W. State St., CN307, Trenton, NJ 08625, or phone (609) 292-6260.

UPDATE ON CAPES PROGRAM

The Archival Consultation Service (CAPES) of the New Jersey Caucus has been in operation for several months. The service is designed to provide consultants who can evaluate the collections of New Jersey agencies to aid these institutions and associations in the preparation of grant applications.

The program was started with a $3,000 grant from the New Jersey Historical Commission. As of May 5, 1989, there was a balance of $2,186.85. Money spent to date has gone toward consultant fees and travel expenses. At that time a total of 18 applications for consultants has been received, six reports had been completed, and there were 12 reports outstanding. There are a total of 13 New Jersey Caucus members registered as consultants and an appeal has been made for more members to add their names to the list.

(cont'd on p. 6)

NEW YORK

The following institutions received funding under New York's Documentary Heritage Program:

SUNY Research Foundation/SUNY Albany. To identify archival records of selected statewide organizations that influence public policy in the areas of good government, women's issues, education, and public employee unionism.

NYS Social Studies Council/NYS Historical Association/Capital District Social Studies Council. To develop workshops and training programs to guide teachers in the use of historical records to meet curriculum requirements.

Center for Puerto Rican Studies, Hunter College, CUNY, New York City. To identify and plan for the acquisition and management of archival records in the Puerto Rican community of New York City.

Albany Institute of History and Art. To engage a consultant to recommend how to establish an archives for this museum which is New York's second oldest and one of the earliest in the country.

Wagner Labor Archives of NYU Libraries. To process the Jewish Labor Committee collection pertaining to the Committee's efforts to aid European Jewry in war-torn Europe.

New York Public Library. To organize and hold an environmental records conference to plan for the adequate documentation of the activities of New York State's environmental and ecology organizations.

The Julliard School, Lincoln Center, New York City. For archives development project for this institution which has been a leader in shaping performing arts in this country. *(cont'd on p. 7)*

NEW JERSEY

UPDATE ON CAPES PROGRAM (cont'd from p. 5)

The Caucus has discussed two issues. The first involved when to begin a formal evaluation of the program. A meeting has been scheduled between those who have served as consultants and representative of the New Jersey Historical Commission to discuss problems incurred with the forms being used, and issues raised by the program as a whole. The biggest problem seems to be agencies requesting assistance when they do not really know what they want or need.

The second issue discussed was the question of conflict of interest. A case has come up in which a CAPES consultant recommended that the agency that asked for an evaluation should hire an archival consultant to work on a project. The agency would like to hire the CAPES consultant in this capacity. Members at the meeting could see possible conflict of interest questions arising in this and similar situations—particularly the possibility of frequent recommendations for later consultants, or creating a job for oneself. On the other side were those who saw a good working relationship coming out of the original evaluation, that could and should be continued. There was no resolution of the issue at the meeting. It was decided to refer the matter to the Historical Commission for their opinion and also to have it brought up for discussion when consultants later meet to evaluate the program as a whole.

The Caucus has also discussed having some of the consultants work on bibliographies that could be made available through the Caucus to agencies that had asked for assistance. These would suggest reference materials, additional places, and even individuals who could assist the agencies.

For further information please contact Lois Demsky, CAPES Coordinator, 83 South Street, Morristown, NJ 07960, (201) 538-6161.

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The Princeton Preservation Group has compiled a list of disaster and recovery volunteers who live and/or work in the greater Delaware Valley area. To receive a copy, please contact Susan Swartzburg, Rutgers University Library, New Brunswick, NJ 08903, or phone (201) 932-5905.

NEW YORK

Building the City's Infrastructure: Public Works in NYC, 1888-1988, a large-scale exhibition produced by the NYC Department of Records and Information Services (DORIS) will be on display until September 29, 1989, Monday - Friday, 9 a.m. - 5 p.m. It features historical photographs of New York City streets, bridges and parks, as well as architectural renderings, models and maps.

Beginning with the great blizzard of '88, the exhibition of freestanding modules guides visitors through the development of New York City's transportation network of streets, bridges, subways and highways. They will have a close view of the City's complex water supply and wastewater disposal systems, with a final pictorial display of our urban parks which help make New York City a livable metropolis.

Fur further information, please contact Department of Records and Information Services, 31 Chambers Street, New York, NY 10007, or phone (212) 566-5398.

MANUAL TO IMPROVE HISTORICAL RECORDS PROGRAMS

Strengthening New York's Historical Records Programs: A Self Study Guide has been issued by the New York State Archives and Records Administration (SARA) to ensure that the Empire State's important documentary heritage is adequately maintained for its citizens. The 157 page self-study guide is a product of SARA's Historical Records Program Development Project. It is designed to be used by governing boards, directors, staff members (paid and unpaid), and supporters of New York's historical records programs.

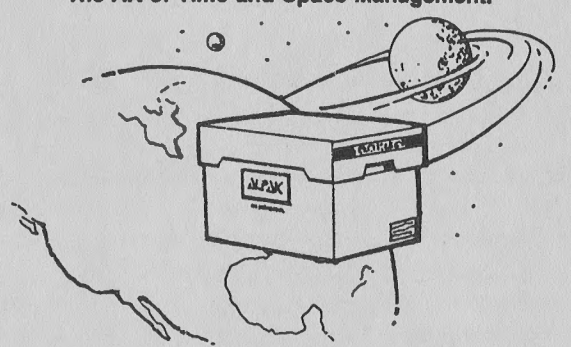
This manual offers reasonable goals for any repository seeking to improve the management of its documentary holdings. Sections of the manual discuss the basic elements of historical records programs, fundamentals for the development of financial resources necessary for building strong historical records programs, cooperative ventures by historical records programs that can strengthen the care of New York's documentary heritage, and additional sources of assistance.

It is available from the State Archives and Records Administration, 10A75 Cultural Education Center, Albany, New York 12230 or phone (518) 474-1195.

World Our Fathers Made, a guide to Constitutional Era (1783-1815) local government records of Albany County is available from the Albany County Hall of Records, Albany, NY 12207 or phone (518) 447-4500.

FILEMASTER...

The Art of Time and Space Management.



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NEW YORK

(cont'd from p. 6)

Onondaga Historical Association, Syracuse. To organize and plan for the description of the Association's historical records which include over 200 manuscript collections of Onondaga County origin.

Historic Cherry Hill, Albany. For publication and distribution, to schools, BOCES, and teacher centers of a document packet on the 1827 Cherry Hill Murder for use in 7th and 8th social studies classes.

Chautauqua Institution, Chautauqua. For assessment of the records of an institution that pioneered the concept of combining education, performing arts, religion, and philosophy with recreation.

Shaker Museum, Old Chatham. For master plan for the administration of the Museum's premier documentary collection on Shaker culture.

Montefiore Medical Center, Bronx. For development plan for the Center's archival records that document its leadership role in the treatment of chronic disease, its early recognition of the link between social condition and disease, and its current response to the AIDS epidemic.

Lower Hudson Conference of Historical Agencies and Museums, Elmsford. For cooperative project for five Hudson Valley repositories to share the services of one archivist to arrange and describe key collections.

Buffalo and Erie County Historical Society. For arrangement and description of local labor and business records that document industrial growth in Buffalo between the Civil War and World War I.

CALENDAR

The annual meeting of the National Association of Government Archives and Records Administrators (NAGARA) will hold its annual reference in Seattle July 26-29, 1989. For further information, please contact NAGARA, c/o Division of Archives, Office of the Secretary of State, P. O. Box 9000, Olympia, WA 98504-9000.

GENEALOGICAL WORKSHOPS

Four genealogical workshops will be held at the Philadelphia Branch of the National Archives. Workshops on Census Records: 1880-1910, July 5; Census Records, 1790-1870, July 12; Passenger Lists and Naturalization, July 19; and Military Records, July 26, will be given on Wednesday from 12:00 noon to 1:00 p.m. Admission is a non-refundable $5.00 per person and advance registration is required. Workshops are limited to 25 people. For reservations and information contact (215) 597-3000. The Philadelphia Branch is located at 9th and Market, William Penn Post Office Annex.

MARC FORMAT WORKSHOP

The Maryland State Archives will host a 2-day workshop sponsored by SAA designed to provide participants with an understanding of the structure and use of the MARC Format for archives and manuscripts control. It will also introduce description conventions used in conjunction with the Format. The fee is $225. For further information, contact SAA, 600 S. Federal Street, Suite 504, Chicago, IL 60605, or phone (312) 922-0140.

VIRGINIA

HISTORY TO BE PRESERVED

The state of Virginia over the next two years will be helping to preserve history by surveying forty repositories and institutions to assess the conservation needs of their historically important records and manuscript collections. The Virginia State Library and Archives and the State Historical Records Advisory Board (SHRAB) have embarked on a major conservation and preservation project for 1989-1990. The first phase of this project was the announcement of the selection of twenty sites across the state for conservation and preservation surveys.

Twenty additional sites will be surveyed in 1990.

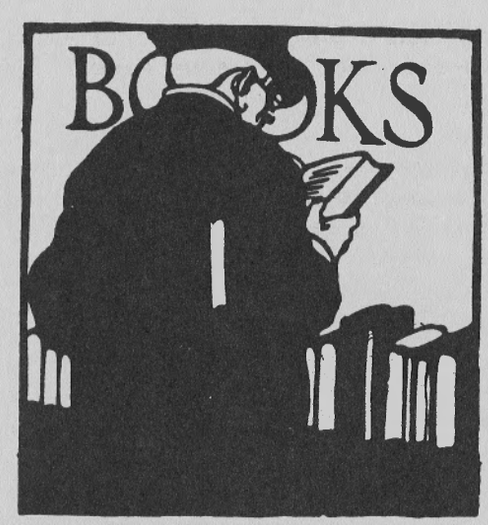
Surveys will be conducted of the facilities and collections of historical societies, circuit court clerk's offices, municipal offices, colleges, public libraries and museums. Institutions to be surveyed are: the Chesapeake & Ohio Historic Society in Arlington, the College of William and Mary in Williamsburg, Clinch Valley College in Wise, Hampton University in Hampton, Virginia Polytechnic Institute and State University in Blacksburg, the City of Alexandria Office of Historic Alexandria and the Alexandria Library, Lloyd House in Alexandria, the Prince William County Public Library in Manassas, the Roanoke City Public Library in Roanoke, The Handley Library in Winchester, Circuit Court Clerk's Offices in Fredericksburg and Halifax, Isle of Wight, Northampton, and Rappahannock counties, and The Museum of the Confederacy, the Virginia Historical Society, and the Virginia Baptist Historical Society in Richmond.

The funding and support for the conservation and preservation project is provided by the Virginia General Assembly, the National Historic Publications and Records Commission (NHPRC), and the Virginia State Library and Archives.

The twenty sites selected to be surveyed in 1989 were chosen on the basis of evidence of significant holdings, need, commitment, and how the institution would use the information from the survey. The twenty sites selected represent a balance in types and sizes of repositories.

The conservation project will be coordinated by the Virginia Archives and Manuscripts Preservation Planning Panel (VAMPPP). This group consists of the members of SHRAB and representatives of the Virginia State Library Board, the Virginia Caucus of the Mid-Atlantic Regional Archives Conference, the Virginia Library Association, the Public Records Advisory Council, Virginia Association of Museums, and the Virginia Association of Government Archives and Records Administrators. VAMPPP will meet quarterly in various areas of the state to administer the project and to seek information concerning preservation issues.

For additional information contact Louis H. Manarin, State Archivist and Project Director, at the Virginia State Library and Archives, 11th Street at Capital Square, Richmond, VA 23219-3491 or phone (804) 786-5597.



REFERENCE SHELF

The Papers of Thomas A. Edison Volume 1: The Making of an Inventory, February 1847 - June 1873 has been published. It contains 90 percent of all known documents relating to Edison's boyhood and early career, including every entry from his lab notebooks. Illustrated with photographs and nearly 600 of the inventor's own drawings and sketches it provides a comprehensive account of the origins of Edison's creative genius. The volume is available from the Johns Hopkins University Press, 701 West 40th Street, Baltimore, MD 21211 1SBN 0-8018-3100-8.

Modern First Ladies: Their Documentary Legacy

The National Archives has published a new collection of essays on American first ladies, from Lou Henry Hoover to Nancy Reagan. The collection is compiled and edited by staff members Nancy Kegan Smith and Mary C. Ryan.

Based in large part on the White House Social Files and personal papers of the first ladies found in the Presidential libraries, *Modern First Ladies* explores both the historical impact of these women on their times and the evolution of the role of the first lady. The eight Presidential libraries are operated and maintained by the National Archives.

Each essay discusses the documentary record created by these first ladies, as well as the organization of their papers and areas of strength in the collections. The volume also contains an article on Edith Roosevelt, Helen Herron Taft, Ellen Axson Wilson, and Edith Bolling Galt Wilson, whose papers are housed at the Library of Congress, and a bibliographical essay of suggested further reading.

The 192-page casebound book contains 53 illustrations and is available for $12.00 (plus $3.00 shipping/handling) from the National Archives Trust Fund, P. O. Box 100793, Atlanta, GA 30384.

For further information about this and other National Archives publications, call (202) 523-5611.

The Spring 1989 (Volume 14 number 4) issue of ***abca newsletter*** includes an informative article on the acquisition of Canadian literary papers (p. 6-8). It includes a discussion on cooperative acquisition and appraisal and is available from the Association of British Columbia Archivists, P. O. Box 3859, Main Post Office, Vancouver, B. C., V6B 323, Canada.

BIOGRAPHICAL DIRECTORY OF THE UNITED STATES CONGRESS 1774-1989, BICENTENNIAL EDITION

Inside this reference work, last published in 1971, are

- Authoritative biographies of the more than 11,000 men and women who have served in the U.S. Congress from 1789 to 1989, and in the Continental Congress between 1774 and 1789.
- Many new features included for the first time, such as all chairmen of standing committees, all major formal leadership positions, bibliographic citations, and major revisions of political party affiliations reflecting the latest scholarship.
- Complete rosters of State congressional delegations for the First through One Hundredth Congresses.

Available at a cost of $82 from the Superintendant of Documents, Government Printing Office, Washington, DC 20402-9325 or phone (202) 275-0019.

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Jennifer S. Larson's "When the Authenticity of an Item is in Doubt" *AB Bookman's Weekly* (March 27, 1989), p. 1397-1407, discusses dealer's and archivist's obligations when confronted by forgeries. She notes that "librarians (and archivists) have on occasion contributed to the problem by accepting questionable items as donations, rather than subjecting them to the scrutiny that a potential purchase might have required". An extensive annotated reading list is appended to the article.

REFERENCE SHELF

NEW GUIDES TO LEGISLATIVE RECORDS PUBLISHED

The Center for Legislative Archives at the National Archives has published two guides to legislative records as NARA's contribution to the celebration of the 200th anniversary of Congress.

The *Guide to the Records of the United States House of Representatives at the National Archives: 1789-1989* was researched and written by Charles E. Schamel, Mary Rephlo, Rodney Ross, David Kepley, Robert Coren, and Gregory Bradsher. The guide consists of 466 pages of textual description of the records of House committees, the joint committees, and the general records of the House. It is published as House Document 100-245 and will be distributed to all government depository libraries.

The *Guide to the Records of the United States Senate at the National Archives: 1789-1989* was researched and written by Robert W. Coren, Mary Rephlo, David Kepley, and Charles South. The Senate guide consists of 356 pages of description of the records of Senate committees, joint committees, and the general records of the Senate. Like the House guide, it is fully indexed and contains appendices, a glossary, and a bibliography. It is published as Senate Document 100-42 and will be distributed to all depository libraries.

Copies of both guides may be obtained, free of charge, from the Center for Legislative Archives (NNL), National Archives and Records Administration, Washington, D.C. 20408.

Kansas City Area Archivists (KCAA). ***Keeping Your Past: A Basic Guide to the Care & Preservation of Personal Papers.*** 1987. 25 pp. illustrated.

Order from: KCAA
c/o Western Historical Manuscript Collection-Kansas City
University of Missouri-Kansas City
Newcomb Hall, Room 302
5100 Rockhill Rd.
Kansas City, MO 64110-2499
cost: $5.00 ($2.00 for KCAA members)

For those of us who believe that the preservation of intellectually and intrinsically valuable records is not an effort in futility and that preservation techniques should be advocated, the Kansas City Area Archivists (KCAA) have come to the rescue.

The KCAA perceived a need for a guide which would "introduce the general public to the basic 'do's and dont's' of archival preservation." The result is a publication which addresses that need. The guide begins with a "Foreward" and "Introduction" that define the purpose of the publication, the intended audience, and provide a general orientation to the problem. This is followed by sections detailing frequently encountered preservation problems, describing specific conservation treatments for paper documents, and describing how to preserve materials in formats other than paper documents (scrapbooks, photographs, film, tapes, etc.) The publication ends with two appendices: one is entitled "For Further Reading," a short selected annotated bibliography, and the other provides the names and addresses of suppliers.

In the years that I have been reading library, archival, and preservation literature, I do not remember seeing or having seen cited a publication such as the one produced by the KCAA. The general public needs to have access to concise well-considered guidelines on what they can, and more importantly, cannot reasonably accomplish when it comes to preserving their cherished materials. The KCAA's guide does just that.

It is obvious that the authors had their audience in mind. The guide's concepts are logically presented and everything is explained; very little is assumed. There is no jargon. The conservation treatments recommended are, to my mind, sound and clearly described. Warnings as to when an item needs to be seen and/or treated by a professional conservator are judiciously placed and not easily overlooked by the reader. The illustrations expand upon the text, are clearly reproduced and well labeled. However, I did note a few (inadvertent?) omissions.

Because the publication's target audience is the general public, the KCAA guide should include some definitions. What is meant by "preservation" and "conservation" and what qualifies an individual to be a conservator? The guide's "Foreward" encourages the public to contact KCAA member institutions for consultations. However, the listing of the American Institute for Conservation of Historic and Artistic Works (AIC) as a source of information and any regional conservation laboratories or conservators would be helpful. The use of alkaline paper sleeve liners for (audio) records should have been included as a recommended storage practice. Finally, providing holdings information on those area libraries having copies and/or subscribing to the titles listed in the bibliography would assist the reader. I suspect that some of these titles might be difficult to obtain, even through inter-library loan.

I strongly recommend that archivists who regularly deal with the public have on hand copies of this publication. I am grateful that the Kansas City Area Archivists took the time to produce such a useful publication.

STEERING COMMITTEE

Albany, NY
4 May 1989

ATTENDING: Karen Paul, Denis Sennett, S.A., Karl Niederer, David Carmichael, Diana Lachatenere, Lee Stout, Ronald Becker, Geraldine Phillips, Lucious Edwards, Greg Hunter, Martha Slotten, Charlotte B. Brown, Adele Lerner, Tom Frusciano, Tom Wilsted, Don Harrison, Nancy McGovern, Jodi Koste, Maxine Lurie, G. David Anderson.

CHAIRPERSON'S REPORT: Karen Paul reported that four new members were being appointed to the Education Committee. They are Donna A. Cassell, Marsha Trimble, Judith Robins, and Jan Blodgett.

In the future, all committee chairs will receive the Steering Committee minutes and they in turn are to send in 25 copies of their reports to the Steering Committee.

Regarding proposed legislation mandating the use of "permanent paper" Karen reported that the committee in Congress considering this issue has not yet met.

A task force of Karl Niederer, Lauren Brown and Karen Paul will study the authority of the officers to act between Steering Committee meetings on issues such as the approval of pre-conference workshops.

VICE CHAIRPERSON'S REPORT: Martha Slotten asked the state representatives to call for volunteers in their states for Program and Local Arrangement Committee participation.

The question of insurance at the conferences was discussed, but as yet no final information has been obtained.

FUTURE MEETINGS:

September 21 - 23, 1989 Philadelphia, PA
Peter Parker, Local Arrangements
Mark Loyd, Program

May 17-19, 1990 New Brunswick, NJ
Ron Becker, Local Arrangements
Karl Niederer, Program

Oct. 31 - Nov. 3, 1990 Alexandria, VA
Joan Howard, Local Arrangements
Don Harrison & Bruce Ambacher, Program

Spring 1991 To be announced

Fall 1991 Roanoke, VA
John Straw, Local Arrangements
Greg Kimball, Program

Spring 1992: Ithaca, New York
Richard Strassburg, Program

SECRETARY'S REPORT: Denis Sennett S. A. gave the report of the current membership

Delaware	16
District of Columbia	205
Maryland	96
New Jersey	70
New York	227
Pennsylvania	182
Virginia	91
West Virginia	11
Others	54
Total	952

He reported that only 115 copies of *Constitutional Issues* have been sold. Much more promotion of this volume is needed.

TREASURER'S REPORT: Greg Hunter's report is attached. After discussion, it was suggested that in the future more thought be given to financial support of publications.

A Motion to hold only three Steering Committee meetings during 1989/90 was passed.

A Motion to accept the proposed budget was passed.

EXECUTIVE/PUBLICATIONS SECRETARY: Richard Lindemann of the University of Virginia has been appointed and will assume the position immediately.

MEMBERSHIP BROCHURE: Adele Lerner reported that the text has been completed.

PUBLICATIONS COMMITTEE: Don Harrison gave the report. A motion to increase the committee's membership to 12 was passed.

It was reported that New England Archivists had requested permission of MARAC to revise and reissue the "Selecting an Archivist" brochure. After much discussion, a motion that permission be denied to New England Archivists to alter our publication was passed.

A motion to mandate that in the future, all members of MARAC who wish to publish something under MARAC's name must follow the procedures through the committee system was passed.

Nancy McGovern reported on the Technical Leaflets and asked the state caucuses for suggestions on what they wish to see published in the future.

STEERING COMMITTEE

CAUCUS MEETINGS: A motion to require the Meetings Coordinating Committee to lengthen the amount of time allotted for Caucus Meetings was passed.

DUES INCREASE: The question of a dues increase will be discussed at the next meeting.

CUSTER COMMITTEE: The Steering Committee approved a recommendation that Jackie Goggin, although a member of the Custer Awards committee, be presented an award for her handbook.

NOMINATING COMMITTEE: Karl Niederer presented with signed affidavits the following change in the constitution.

> "Conference officers and Members-at-large shall be elected at large, while individual State Representatives shall be elected only by the members of the respective state and district caucuses. Steering Committee members shall serve for two (2) year terms, except those elected to fill one-year vacancies."

The Steering Committee passed this change and it will now be presented to the business meeting and then on for a public vote via mail ballot.

Karl also announced the elected officers for this year.

Chair:	Lee Stout
Vice Chair:	Jodi Koste
At-Large Steering Committee Members:	Tom Frusciano
	Lucious Edwards
	Margaret Jerrido
	Geraldine Phillips

EDUCATION COMMITTEE: Jodi Koste suggested that the "Outreach" part of this committee be made into another committee, and that the Education Committee would concentrate on workshops for MARAC members. A further report from the committee will be forthcoming.

VIRIGINIA RESOLUTION: Greg Kimball presented a Resolution on the Virginia State Library and Archives, which is to be approved at the business meeting.

D C CAUCUS: C. David Anderson's request that the D.C. caucus be allowed to use MARAC certificates to show their appreciation for host institutions for their support of MARAC was granted.

Champagne was served to the Steering Committee by Karen Paul in thanks for their cooperation and hard work over the past two years.

Next Meeting: Philadelphia, PA
21 September, 1989

Respectfully submitted,
Denis Sennett, S.A., Secretary

BUSINESS MEETING

Albany, N.Y.
6 May 1989

CHAIR REPORT: Karen Paul gave a report on the proceedings of the Steering Committee meeting and gave an overview of the past two years of her stewardship as Chair of MARAC.

She presented the first MARAC Service Awards to the following:

Bruce Ambacher: For his strong leadership as Chair of MARAC, 1983-85, and in particular for his revision of the MARAC Constitution and By-Laws, and creation of a vital committee structure.

Ronald L. Becker: for his outstanding service as Editor of the Mid-Atlantic Archivist, 1983-present, especially for his constant attention to improvements in the format and content of the publication.

Lauren Brown: for his conscientious and steadfast service as MARAC Archivist, and in particular, for his research, compilation and indexing of MARAC Precedents.

Donald F. Harrison: For his outstanding service as Chair of MARAC's Publication Committee, 1984-present, and in particular, for his development of MARAC's long-range publications plan of Archival Symposia, and for oversight of the successful completion of the first volume in the series, *Constitutional Issues and Archives*.

Gregory S. Hunter: for his outstanding service as MARAC Treasurer, 1986-present, and in particular for his revisions and refinements to the MARAC Budget Process.

Jodi Koste: for her outstanding contributions to the Meetings Coordination Committee, and in particular for her compilation of the MARAC Handbook.

Robert C. Morris: for his strong leadership as Chair of MARAC, 1985-87, and in particular, for formulating and producing the MARAC Committee Procedures Manual.

Karl J. Niederer: for his outstanding services as a Steering Committee Member-at-large, and in particular, for his design and execution of the new MARAC Logo and for his Chairmanship of the Elections Task Force and Production of the Task Force report.

Bro. Denis Sennett, S.A.: for his outstanding service as MARAC Secretary 1983-present, and in particular, for his compilation of the MARAC Steering Committee Handbook.

Martha C. Slotten: for her strong leadership as Vice-Chair of MARAC, 1985-89, her Chairmanship of the Meetings Coordination Committee, and in particular for her oversight and compilation of the MARAC Meetings Handbook.

BUSINESS MEETING

REPORTS: The Vice Chair, Secretary, Treasurer, and Publications Committee reports followed. (See Steering Committee minutes).

CUSTER AWARDS COMMITTEE: Jim Cosaro presented the awards to Elaine Engst and William Joyce.

PHILADELPHIA MEETING: Peter Parker gave a presentation and slide show on the beauties and benefits of coming to Philly in the fall for the MARAC conference.

CONSTITUTIONAL CHANGES: Karl Niederer reported on changes in the Constitution for voting by the membership. (See Steering Committee minutes).

FINDING AIDS COMMITTEE AWARDS: Presented by Greg Bradsher:

Wendy E. Chmielewski: *Guide to Sources on Women in the Swarthmore College Peace Collection*

Cynthia Pease Miller: *Guide to Research Collections of Former Members of the United States House of Representatives 1789-1987*

Sandra Shaffer Van Doren: *Register of the Archives of the Rohm and HAAS Company*

T. Michael Womack: *Archiv des Associatione Vereins zum Schultz deutscher Einwanderer in Texas and the Friedrich Armand Strubberg Collection. The Beinecke Rare Book and Manuscript Library, Yale University.*

The following resolutions were passed:

RESOLUTION:

Whereas Assemblyman William Hoyt has informed and inspired MARAC members through his keynote address on "Archives, Politics and the Public"; and

Whereas William Hoyt has been the prime legislative leader and advocate of the New York Documentary Heritage Program; and

Whereas William Hoyt has provided vital leadership and support for many other archival and records initiatives in New York;

Therefore, the Mid Atlantic Regional Archives Conference offers its sincere thanks to William Hoyt and wishes him well in his future activities.

(The MARAC membership assembled in the business meeting, asked that the above resolution be placed in the Buffalo and Albany newspapers.)

RESOLUTION:

WHEREAS, the Virginia State Library and Archives is a major repository of irreplaceable, original documents relating to the history of Virginia, its people and its institutions; and

WHEREAS, the role of archivists who care for these records, make them available for research, and share their knowledge about Virginia's rich historical traditions is crucial to the preservation and understanding of these documents; and

WHEREAS, Virginia archivists, historians and librarians have been equal partners in the important task of guarding the Commonwealth's documentary heritage for more than thirty years; and

WHEREAS, the Virginia Department of Personnel and Training authorized, and the administration of the Virginia State Library and Archives has implemented, a one-grade salary increase for certain professional and paraprofessional library positions, while equivalent positions for historians and archivists remain at their former pay grades; and

WHEREAS, the said action may adversely affect the archival and historical professions in Virginia by making it difficult to attract and retain in Commonwealth service knowledgeable, able and skillful professionals in the field;

NOW, THEREFORE, we, the members of the Mid-Atlantic Regional Archives Conference assembled at the spring 1989 semi-annual business meeting in Albany, New York, do hereby resolve to call upon the Governor of Virginia, the Virginia Secretary of Education, and the Board of the Virginia State Library and Archives to make archivists, historians and librarians equal partners in preserving and promoting the understanding of Virginia's documentary heritage, and in maintaining the national prominence of the Commonwealth's archival program, by restoring salary parity within the State Library and Archives.

RESOLUTION:

That the MARAC Local Arrangements Committee be regularly charged to assess the childcare needs of those members planning to attend the spring and fall meetings and that they make adequate provisions to meet those needs. And BE IT RESOLVED that $1.00 assessment be added to the conference registration fee for all participants as a means of assuring that adequate and reasonably-priced childcare is available.

MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE
TREASURER'S REPORT, 1988/89 FISCAL YEAR
FOURTH QUARTER - MARCH 1, 1988 – MAY 31, 1989

Item	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	Budget %
Income							
Membership Dues	9,000.00	306.00	2,793.50	4,604.00	1,073.00	8,776.50	97.52
Publication Sales	250.00	0.00	444.00	188.40	351.25	983.65	393.46
Publ. Advertising	500.00	652.00	350.00	330.00	487.00	1,819.00	363.80
Bank Interest & Credits	1,100.00	124.71	104.49	837.28	172.21	1,238.69	112.61
Conferences	5,000.00	40.00	5,704.91	0.00	4,789.64	10,534.55	210.69
Misc. Income	100.00	0.00	0.00	0.00	80.00	80.00	80.00
	15,950.00	1,122.71	9,396.90	5,959.68	6,953.10	23,432.39	146.91
Expenses							
Admin. & General	1,070.00	203.43	101.20	64.69	792.74	1,162.06	108.60
Membership	2,250.00	236.30	425.11	481.00	559.03	1,701.44	75.62
Committees	3,750.00	631.18	399.92	783.00	1,485.99	3,300.09	88.00
Conferences	1,000.00	1,017.40	32.40	1,015.02	600.00	2,644.82	266.48
Publications	7,600.00	4,522.97	4,850.39	2,284.53	2,141.46	13,799.35	181.57
Awards	200.00	0.00	0.00	100.00	0.00	100.00	50.00
	15,870.00	6,611.28	5,809.02	4,728.24	5,579.22	22,727.76	143.21

Summary		Fund	Opening	Credits	Debits	Closing
Opening Balance	20,213.91					
Income	6,953.10	Current	2,330.75	6,953.10	5,579.22	3,704.63
Expenses	5,579.22	Endowed	3,000.00	0.00	0.00	3,000.00
		Reserve	14,883.16	0.00	0.00	14,883.16
Closing Balance	21,587.79	Surplus	0.00	0.00	0.00	0.00
			20,213.91	6,953.10	5,579.22	21,587.79
Checking	1,605.93					
Money Market	9,024.98					
Certif. of Deposit	10,956.88					
	21,587.79					

RESOLUTION: (Program Committee)
From Archival arrangement to Automation
from Funding to Feminization
from Planning and Promoting Public Understanding
from Videos to Values to Volunteers
and to Zillions of other topics, not mentioned here,
LOAC and MARAC have crossed the border
to help us put our archival houses in order
they spanned the boundary
to ease our quandary
Having enjoyed the sessions and finished eating we
thank the program committee for a Capital meeting.

Respectfully submitted,
Denis Sennett, S.A., Secretary

RESOLUTION: (Local Arrangements)
Greeting, Friends, Again it's time
For one more round of fractured rhyme
Whereas, there are fourteen Albanians
Who exercised their several craniums
To bring us tours and walking trips
(and unshuffled the luncheon slips)
And guided us from towers to cellar
of that shrine to Rockefeller;
Whereas, they busted their collective hump
To outmaneuver Donald Trump
And keep us cozy at the Hilton
And give us all a conference built on
Capital hospitality, now There
Fore, let us thank them; for their care.
And for one with his own Roe to hoe,
Let us now praise James Cosaro.

SOFTWARE NEWS

ZyINDEX: COMPUTER SOFTWARE TO BUILD A FINDING AID DATABASE

In 1986, the Beinecke Rare Book and Manuscript Library launched a five-year project to process an estimated 5,000 ft. manuscript backlog. The result was a wealth of finding aids describing hitherto unprocessed material. The Library decided to build a database that would allow patrons to search finding aids and chose ZyINDEX, an indexing software by ZyLAB Corporation.

There are two main reasons the Library considered a computer database. First, finding aids at the Beinecke are produced using a word processing program. Therefore, computer files for a database were already available. Secondly, the Library believed that an in-house automated system would provide new levels and types of access not readily possible with RLIN/AMC records, a card catalog, or printed finding aids.

ZyINDEX is a full text indexing program. It works on IBM or IBM compatible personal computers and can recognize text created by many Word Processing programs. ZyINDEX reads text files, records all words over three characters, and notes where these words occur in the text files. This information is stored in an index list. To execute a search, ZyINDEX consults the index list and retrieves those files which contain the search terms. The programs allows one to view files and call up sections with the search text highlighted.

ZyINDEX uses boolean search strategies and keywords. One can search a single term, "indians," or a string of terms "yale university," or connect two terms, "indians and photographs."

The program also utilizes wildcards, an asterisk to represent multiple characters and a question mark to represent one character.

Full text indexing is appropriate for accessing finding aids. "Full text" means every word in the finding aid is indexed and can be searched. Our finding aids contain a biographical note or history, a description of the papers, a box and folder list, and a list of name and subject added entries. For most searches (name, subject, type of material) any or all of these sections may contain information. Moreover, finding aids consist largely of prose descriptions; keyword searching with boolean connectors allows the flexibility needed to access such an unstructured format.

As mentioned above, the goal behind a finding aid database was to provide new and richer access to manuscript collections. One of the biggest benefits of the database is inter-collection control. One search will locate all collections with material related to a single individual or topic. This has been particularly useful to the Beinecke where the collection is divided into six areas, each presided over by a curator. Although curators know a great deal about the manuscript collections in their own area, they are not as familiar with material in other areas. For example, when searching the database for material related to travel in the West, the curator for Western Americana came across relevant material in an American Literature collection.

Indexing the entire finding aid provides detailed access. A MARC record is an abstract of a finding aid. In a system such as RLIN, a search would identify collections having material on a topic but with little description of what that material is and its location in the collection. A search on our database yields a list of collections and pinpoints the occurrence of the topic in the description of the papers as well as the box and folder list. Therefore, the database provides access at the institution level in addition to collection, series, and folder level.

The finding aid database brings together many access points. For instance, a search on Henry R. Wagner finds him as an author, a correspondent, and the source (creator or owner) of material. Different types of searches can be combined. One can link a subject term such as "western" to a form and genre term, such as "photograph."

The ZyINDEX software provides many other options. One can define "noise words," words that will be ignored when indexing or searching. There is a thesaurus function which allows one to link terms as an authority system would. Most importantly ZyINDEX is menu driven and contains help screens making the database user friendly.

The Beinecke Library introduced the finding aid database for public use in September 1988. Already we have used our experience and the options offered by ZyINDEX to modify the database. Further questions or comments on ZyINDEX and finding aid databases can be directed to Susie R. Bock, Beinecke Library, Box 1603A, Yale Station, New Haven, CT 06520, 203-432-4794.

Notice

Richard H. F. Lindemann has been named MARAC Executive Publications Secretary. Please send all renewals, publications, etc. to his attention:

Richard H. F. Lindemann
Special Collections Department
Alderman Library
University of Virginia
Charlottesville, VA 22903-2498

SESSION ABSTRACTS

PROMOTING PUBLIC UNDERSTANDING

Reported by Mary Ellen Gleason S.C.

This session explored ways to increase public awareness of archival programs in order to promote both interest and support. Before introducing the two speakers, Jodi Koste, Chair-Commentor, reported on recent events that have caused archives to receive public attention.

Gregory S. Hunter, ITT Corporation, presented his theory for creating a better public understanding of archives in which he interwove his reflections on two books he had read, *A Brief History of Time* and *The Power of Myth*. Hunter challenged each member of MARAC to speak to at least one civic group each year. He suggested cooperative fundraising for non-profit archival institutions and stressed the need to obtain unrestricted money.

Shawn Aubritz, National Archives and Records Administration, Mid-Atlantic Region, provided practical information about how to educate the public, especially students. He pointed out the necessity for developing brochures and creating attractive exhibits. Aubritz distributed handouts, including a booklet he prepared, *Chinese Immigration to Philadelphia: A Teaching Activity*. Like Hunter, Aubritz strongly recommended that archivists speak to civic groups and historical society members. Both presentations provoked much audience participation.

FUNCTIONAL ACCESS

Reported by Duncan McCollum

Kathleen Roe, New York State Archives and Records Administration, provided a theoretical basis for the use of function as a means of access to archival records, and reviewed progress in developing functional access tools. She defined function as a broad area of responsibility in which an organization conducts activities in order to accomplish a purpose. These activities result in the creation of records. Roe pointed out that information about function often is not included in descriptions, and urged revision of descriptive practices. She also called for wide participation of archivists and others in refining and testing the application of functional access techniques.

Sharon Nelson, Pennsylvania Division of Archives and Manuscripts, presented case studies of the application of controlled function vocabularies to the indexing of series descriptions which Pennsylvania is employing in the NHPRC-funded RLIN Seven States Project. While assigning terms reflecting broad functions to agency history records was straightforward, selecting and applying terms to series descriptions that denoted activities resulting in the creation of records was more difficult. Nelson expressed the feeling of some reference archivists that function may not be the most efficient access point to records required by the largest body of researchers, genealogists. Functional access however should prove useful to institutional researchers and archivists.

ARRANGEMENT AND DESCRIPTION WITH LIMITED RESOURCES

Reported by Mary F. Bell

This session focused on issues and strategies for repositories with limited staffing and financial resources. Sister Martin Joseph Jones traced the development of the archives at the State University of New York College at Buffalo, which now contains 6000 feet of archival and manuscript materials. She is the only full-time staff member assisted by student help and volunteers. Her watchword in PATIENCE: P for place, people, pride, pleasure, perseverance and prayer; A for attractive atmosphere and appreciation shown to volunteers; T for time to organize; I for imagination and inventiveness; E for energy and enthusiasm; N for neatness; C for collections, common sense, courage, cash (grants), cheerfulness and curiosity; and E for equipment (supplies, shelves) and enjoyment.

Margaret Hobbie, DeWitt Historical Society, Ithaca, New York, discussed the use of volunteers. She emphasized that they need a clear idea of what they should be doing and to whom they report; and a place of their own to sit, leave their belongings, and store projects. Volunteers should be treated as unpaid staff with the same privileges and responsibilities; i.e. attend staff meetings, adhere to professional standards, keep track of their time for funding agencies. Hobbie emphasized that it takes time to manage volunteers and one must be well-prepared for them. Projects should be keyed to their interests and abilities and their work should be recognized with a tea or reception and ongoing thanks. One can recruit volunteers through the organization's newsletter, the local newspaper, retired seniors' groups, college work study programs, and a notebook at the reception desk with descriptions of projects.

SESSION ABSTRACTS

ELECTRONIC RECORDS

Reported by Sarah Cox Byrne

Although billed as a debate, the session featured thoughtful, non-argumentative presentations on choosing the right medium -- electronic or microfilm -- for storing archival records. C. Lee Jones, Mid-Atlantic Preservation Service, stated that microfilm meets the six criteria any archival medium should have -- long-lived, human readable, easily duplicated, easily reformatted, based on a stable technology, and regulated by standards. He indicated that advances in technology make microfilm capable of meeting both the preservation and rapid access needs of archival institutions.

Kenneth Thibodeau, National Archives and Records Administration, described the pros and cons of preserving electronic records. He emphasized that the "medium is not the message." An electronic record is a unit of information not tied to any specific storage medium. The decision facing many archivists is whether they should be maintaining records in electronic form, and it depends upon practical and conceptual considerations including collecting, reference, and use policies, resources, volume of data, and hardware and software dependency of the data. Thibodeau stressed that in the foreseeable future only records created electronically should be maintained in that format.

GETTING YOUR SHARE: SOURCES AND STRATEGIES FOR PRIVATE SECTOR FUNDRAISING

Reported by Jeanne Young

Nancy Sahli, National Historical Publications and Records Commission, recommended ways to raise funds from foundations. Build an information base using specialized periodicals and research libraries maintained by the Foundation Center. Tailor projects to a foundation's interests and to the size and scope of those usually funded by a foundation. Request grants for unique, discrete projects and write proposals in a style that is understandable by a well-educated lay reader. Don't neglect family, community, and corporate foundations; they will often supplement grants from other sources.

Judy Hohmann, New York State Archives and Records Administration, discussed eliciting funds from individual donors. Reach out to people and help them understand why you need money. Be specific and use your records to illustrate your point. Be positive and upbeat about your program and what the donor's money can help you do. Hohmann gave five steps in fund raising: identify prospective sources; evaluate their potential support; cultivate them; solicit them; and acknowledge their response.

APPRAISAL: NEW TECHNIQUES

Reported by Michael Miller

Margaret Hedstrom, New York State Archives and Records Administration, assessed three recent attempts to improve the framework and methods for selecting records of permanent value: documentation strategies; experiments to share appraisal information; and efforts to develop appraisal "matrices". Although each holds out possibilities for improving the appraisal process, benefits have been largely indirect and, in Hedstrom's view, all fall short of what is needed to appraise modern records systems. In the final section of her paper, Hedstrom outlined the "information system" concept that she has found useful in appraising recent records.

Mike Miller, National Archives and Records Administration, focused on one of the approaches Hedstrom discussed -- the sharing of appraisal information. After a brief overview of the origin, structure, and goals of the Intergovernmental Records Project (IRP) and its close relationship to the RLG Governmental Records Project, Miller turned to four questions he feels need to be resolved before the sharing of appraisal information can work effectively: 1) Why should we share appraisal information, especially about intergovernmental records? 2) What information do we need to share on-line? 3) How can RLIN be most effectively used to share appraisal information? and 4) What is the impact of the sharing of appraisal information likely to have on appraisers? The questions were intended to sharpen debate, not necessarily resolve the issues, but the paper did include a status report of what the IPR is doing in each area.

SESSION ABSTRACTS

VIDEOHISTORY: ITS CREATION AND USE

Reported by Jeanne Young

Terri Schorzman, Smithsonian Videohistory Program, discussed the use of video for research in the history of science and technology. To avoid "talking heads", historians should do preliminary audiotaped interviews, ask focused, concrete questions, and use artifacts to stimulate conversation and to illustrate process. Historians should create high quality recordings and store them in controlled environments if the materials on the tapes will have continued historical interest and use.

Selma Thomas, an independent producer with Watertown Productions, Inc., discussed a Smithsonian exhibit focusing on Executive Order 9066 forcing the evacuation and incarceration of Japanese-Americans living on the West Coast in 1942. Thomas created an interactive videodisc program using the relocated Japanese-Americans as a primary source for understanding the impact of the order. Presuming a diverse audience, Thomas selected her subjects to represent a range of internees. She asked questions related to personal chronology to demonstrate the effect of internment on individual lives. Thomas believes that successful videohistory depends upon high technical qulaity and the credibility of the sources and presentation.

NEW YORK ARCHIVAL AFFAIRS IN THE 1980s AND 1990s

Reported by Duncan McCollum

Shonnie Finnegan, State University of New York at Buffalo, described the "evolution by fits and starts" of archival affairs in New York over the past twenty years. From a declaration by Ernst Posner in 1969 that New York was "hopeless" to the beginning of the NHPRC-funded Historical Documents Inventory operated by Cornell University during the 1970s and 1980s, progress was continual but erratic. Since the statewide assessment report in 1984, the active promotion of new records-related legislation has produced a variety of statewide programs to assist local governments and repositories in managing their records, and to enhance the ability of the State Archives to identify and protect state government records.

Larry J. Hackman, New York State Archives and Records Administration, presented a view of archival affairs in New York over the past ten years. Elements include a wider public awareness of the importance and uses of historical records, a clarity of mission among historical records repositories, and a greater recognition by state government of its responsibility to preserve the records of all three branches of government. He reviewed the tools in place and those needed to achieve desired goals.

Chair and commentator Richard Cameron, National Historical Publications and Records Commission, put the New York experience into national perspective. He emphasized the active and innovative approach taken by New York to address the problems identified in its assessment report, particularly in the area of statewide advisory services and technical assistance.

STUDYING ARCHIVAL USE AND USERS: AN INTRODUCTION TO RESEARCH PLANNING

Reported by Roger W. Fromm

The two seminar leaders, Bruce Dearstyne, New York State Archives and Records Administration, and Larry Dowler, Harvard University, sent a reading list, and series of questions about use and users, and how to measure use, to the pre-registered participants. Using an informal arrangement that promoted discussion, Dowler posed three questions relating to use and users: What do we want to know? How will the information be used? and What are the best techniques for obtaining useful information? He reviewed some studies and introduced a Harvard pilot project questionnaire for researchers.

Dearstyne continued the presentation centering around three ideas: use and the archival program's mission; elements of a program for measurement of use; and utilization of information on use. Using the Harvard questionnaire, which the participants were given time to approach as if they were users, Dearstyne and Dowler led a discussion of both a theoretical and practical nature. Most of the seminar consisted of discussion. There was a general feeling that studying this aspect of archival work was long overdue and that MARAC could provide impetus to the effort.

SESSION ABSTRACTS

BESTRIDING THE BEHEMOTH: PROCESSING AND INDEXING LARGE COLLECTIONS OF THE FUTURE

Reported by Sandra Shaffer VanDoren

This workshop was designed for archivists unfamiliar with dealing with large institutional collections. Using a hypothetical collection of about 75 linear feet to be processed in 8 to 10 months, the rudiments of good inventorying and a three-part system of processing and indexing were explored in detail. Participants varied considerably in their familiarity with processing archival collections, but discussion was lively and several of those present remained for further talk.

DOCUMENTATION STRATEGY SEMINAR

Reported by R. Joseph Anderson

The documentation strategy concept, introduced by Helen Samuels, Massachusetts Institute of Technology, in a paper presented at the 1984 SAA annual meeting, has subsequently developed through several articles published in the *American Archivist* and this seminar, presented five times so far by Samuels and Richard Cox, University of Pittsburgh. The seminar is structured around presentations in the morning and group discussion in the afternoon. Participants receive extensive readings in advance.

Samuels emphasized that the documentation strategy concept is not a concrete method to be applied uniformly. Rather it is an attitude and an approach to documenting society, and represents one tool that archivists may use in selecting records for preservation. The concept developed from a realization that complex patterns of integration characterize both institutions and information in modern society. The cooperation of records creators, administrators, and users is necessary to ensure the documentation of an ongoing issue, activity, or geographic area.

Cox pointed out that the concept is still largely untested, and he described a case study he implemented in western New York. The project assembled an advisory group and developed a tentative framework for regional documentation. It was effective in raising questions for future study.

In the afternoon participants divided into groups with each group developing a component of a strategy for documenting Philadelphia, based on Fredric Miller's article "Documenting Modern Cities: The Philadelphia Model" (*The Public Historian*, Spring 1983). The remainder of the afternoon was devoted to a lively discussion of the viability and specific applications of documentation strategies.

PLANNING FOR THE ARCHIVES PROFESSIONAL

Reported by Thomas Wilsted

The planning workshop used a combination of lecture and exercises to teach the basic principles of archival planning. The lecture covered such issues as evaluating an archival program, developing a mission statement, writing goals, objectives, and activities, involving staff members in planning, and creating quarterly and annual reports.

The archival exercises included an evaluation of a typical archival program and the positive and negative aspects of its management. Participants also developed goals, objectives, and activities for one particular program function.

TARGETS AND TRENDS: A TRANSBORDER LOOK

Reported by Shirley C. Spragge

Slightly plagued by program confusion, the roundtable got underway with Alan Kowlowitz, New York State Archives and Records Administration, in the chair and discussant Shirley Spragge, Queen's University Archives, Kingston, Ontario. Spragge described some transborder similarities: progress in automation, the move to certification of archivists, and both national archives' building programs that will put constraints upon public service. Comments included the improved job market for archivists although the demand appears stronger for mid level archivists, rather than entry level applicants. The strength of the archival community and members' participation in professional organizations was discussed. It was admitted that even in New York City the how-to programs, not theory, bring out members. The role of archival organizations as advocates was debated. The session ended with a plea that small, regional organizations that offer support and collegiality to archivists have a place, too.

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From *NAGARA Clearinghouse* (Winter/Spring 1989)

PEOPLE

Frances M. Seeber has been named Assistant Director of the Franklin D. Roosevelt Library in Hyde Park, NY. She has been employed as an archivist at the Library since 1968 and until her recent appointment was the Chief Archivist. She is the first women to hold the position of Assitant Director in the presidential library system.

CALLING FOR FINDING AIDS

It is once again time to solicit entries for the annual MARAC Finding Aids Awards. The Finding Aids Award Committee would like to encourage MARAC members and repositories to submit entries for the 1989 awards which will be presented at next spring's meeting in New Brunswick. Eligibility requirements have just been clarified to include any recent finding aid prepared at a repository in the MARAC region or prepared by any member of MARAC.

The 1988 award-winning finding aids as well as those from previous years will be on display at the fall meeting in Philadelphia. Viewers will note that there is no set format for winning entries. Finding aids can be published or unpublished; they can be single-collection, subject, or repository-wide guides; they can be typewritten, computer-generated, or microfiche. What they do all share, however, are the characteristics of a good finding aid which are outlined in the pamphlet *Findings on Finding Aids* published by MARAC in 1988. This publication will be available at the display in Philadelphia or it can be requested from the Committee Chair, Diane Windham Shaw, or the MARAC Secretary, Denis Sennett.

To enter, please submit two copies of the finding aid to Diane Windham Shaw, Skillman Library, Lafayette College, Easton, PA 18042. Entries must be postmarked no later then December 31, 1989.

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SAA PUBLISHES ASSESSMENT AND PLANNING WORKBOOK

The core of the *Archives Assessment and Planning Workbook* is ten sections covering the fundamental areas of archival work, including legal and governing authority, finances, staff, holdings, and physical facilities, as well as preservation, processing, access, and outreach activities. Each section presents an archival administrative principle and provides a checklist of possible programmatic activities with a worksheet for noting areas in need of improvement. The workbook is supplemented by statistical information on archival repositories in the United States, enabling an archival administrator to compare resources to those of similar type and size.

Edited by Paul H. McCarthy of the University of Alaska, the *Archives Assessment and Planning Workbook* will be especially valuable to an archivist in a small or medium-sized repository who wants to assess its resources, responsibilities, and activities. The exercises are designed to help an archival administrator organize information about his or her repository, systematically evaluate it, and develop plans to improve its program.

The *Archives Assessment and Planning Workbook* is 86 pages in an 8½ x 11 soft-cover format. The workbook is available to SAA members for $19.00, and to non-members for $24.00. Quantity discounts are available.

The *Archives Assessment and Planning Workbook* may be ordered directly from the Society of American Archivists, 600 S. Federal Street, Suite 504, Chicago, Illinois 60605. (312) 922-0140.

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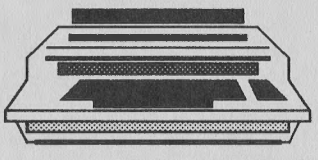
"INTEGRATION AND COOPERATION"

The Fall 1989 MARAC meeting in Philadelphia will explore the archivist's role as integrator. Archivists and representatives from a range of different fields will review methods of making internal archival operations function more smoothly, examine ways to incorporate archives effectively in their institutional settings, investigate options for improving services to an increasingly broad audience and study cooperative efforts with colleagues from our own and other professions. Specific topics will include fundraising, the use of new technologies, management methods, practical applications of archival use of new technologies, management methods, practical applications of archival resources, exhibitions, photographs, medical archives, museum archives, folklore resources, and legal issues. Archivists and their colleagues will reflect upon their experiences, share their goals and explore new possibilities for working together more creatively and effectively in the 1990s.

Our meeting site is just one block from Independence Mall and our plenary speaker will be Hobart Cawood, Superintendent of Independence National Historical Park (INHP). Beginning forty years ago with just a single city square — that occupied by Independence Hall itself — this great historical park has steadily expanded to more than a dozen blocks of Old Philadelphia. In many ways INHP has been built upon its archival resources, for they have played a paramount role in the purchase and development of land, the restoration of historically significant structures and the interpretation to the public of the events which took place in 18th-century Philadelphia. Mr. Cawood will share with us his view of archivist as integrator and will set forth what he sees as our profession's challenges in the future.



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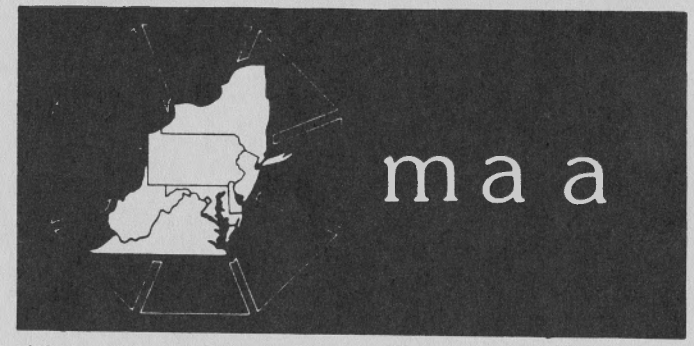

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